

Quick Step Guide to Update Emergency Contacts

Navigate to this website to begin: <https://hr85.gmis.in.gov/psp/hr91prd/?cmd=login>

Enter your **User ID** and **Password** into the appropriate field. A user ID is comprised of the first letter of the first name (use a capital letter) plus the last six digits of the PeopleSoft ID number. For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095. Learners may use their network password as the PeopleSoft password.



PeopleSoft HR: How to update Emergency Contact and Personal Contact Information Quick Steps

1.	Click the Human Resources link.
2.	Click the Main Menu link.
3.	Click the Self Service link.
4.	Click the Personal Information link.*
5.	Click the Personal Information Summary link.
6.	Update all personal information including <u>preferred email address</u> to ensure you receive notifications. All nonfictions from PeopleSoft are sent to this address. We prefer a state given email address if given one.

**If you update your address, please be sure to notify your Payroll department.*